

BACKGROUND INFORMATION

USAID/Vietnam: The USAID Regional Development Mission Asia (RDM/A) is responsible for the development and management of USAID's programs in Thailand, Laos, Burma, China, and Vietnam, as well as regional initiatives which include South and Southeast Asia. Under the direction of the RDM/A, the Vietnam program office has three strategic objectives:

- Accelerated transition to a more open, market-based economy,
- Improved access to services for selected vulnerable groups
- Improved sustainable urban/industrial environmental management.

The programs of the strategic objective on improved access to services for selected vulnerable groups focus on four main areas 1) HIV/AIDS – which covers a wide range of HIV/AIDS prevention, care and support and mitigation activities; 2) Disabilities – which covers a diverse range of programs serving people with disabilities including policy, advocacy, training for the provision of prosthetics and orthotics, and inclusive education; 3) Disaster Mitigation – which covers both emergency disaster relief and national level mitigation programs through support to the United Nations Development Program and the Ministry of Agriculture and Rural Development; and 4) Anti-Trafficking – which supports rehabilitative services to women and children rescued from trafficking. The USAID Vietnam program categorizes the disabilities programs as: Humanitarian Assistance, while the HIV/AIDS, anti-trafficking and related health programs fall under the title: HIV/AIDS/Health.

ACTIVITY BACKGROUND:

In 1997, with the lifting of legal restrictions, US government aid to Vietnam shifted from one of providing humanitarian assistance to implementing broad-based development activities. In 1997-98, USAID introduced new activities for HIV/AIDS and maternal and child health. With support from the regional HIV/AIDS program, USAID assisted the National AIDS Standing Bureau to improve its ability to implement AIDS prevention programs. Activities focused primarily on provinces that border Cambodia, China and Laos, and included condom social marketing, communication to promote behavior change for high-risk groups, sexually transmitted infection case management, and policy interventions.

For the past five years, the US government has sponsored two major financial and technical support programs for HIV/AIDS activities in Vietnam. USAID supports behavioral surveillance surveys in five provinces, comprehensive HIV/AIDS prevention and behavior change interventions in four provinces, condom social marketing, and capacity building at the national and subnational levels. Interventions are designed to reduce risk behaviors among the people who are most vulnerable to HIV – injecting drug users and female sex workers. USAID partners with the US Centers for Disease Control (CDC) for their research, training, prevention and care and treatment programs with a significant portion of resources earmarked for voluntary counseling and testing.

In June 2004, Vietnam was designated the 15th focus country in the President's Emergency Plan for AIDS Relief. As a result, USAID's HIV/AIDS activities and funding in Vietnam will dramatically and rapidly scale up. USAID/Vietnam's activities will focus on:

- Targeted prevention for high risk groups
- Expansion of care and support to including PLWHAs and OVCs
- Improving access to treatment for OIs and ARVs
- Strengthening strategic information to develop stronger data for decision making and surveillance systems

- Developing community based models for mitigating the effects of the epidemic
- Policy and advocacy to support policy development and PLWHA networks
- Capacity building of policymakers and health providers

The addition of a Rehabilitation Specialist (Rehabilitation Programs) will provide USAID/Vietnam with increased management and technical capacity to assist in the management and planning of its HIV/AIDS programs, in conjunction with the US Centers for Disease Control, the US Department of Labor, and the Department of Defense.

13. BASIC FUNCTION OF THE POSITION:

This Foreign Service National position is located in the Health and HIV/AIDS Office of USAID Vietnam in Hanoi. The primary focus of this position is on drug rehabilitation activities and HIV/AIDS prevention managed by USAID/Vietnam. Under the general supervision of the AIDS Technical Advisor for Drug Rehabilitation Programs, the incumbent will serve as an important member of the USAID/Vietnam team. The USAID/Vietnam Team currently comprises: 1) Country Program Manager; 2) Economic Growth Program Manager; 3) HIV/AIDS Program Manager; 4) US-Asia Environmental Partnership Program Manager; 5) Humanitarian Assistance Program Manager; 6) Development Program Specialist (General); 7) Development Assistance Assistant (Economic Growth); 8) Development Assistance Specialist (Humanitarian Assistance); 9) Development Assistance Specialist (HIV/AIDS/Health); 10) Development Assistance Specialist (USAEP); 11) Office Manager; 12) Secretary (General); 13) Secretary (USAEP); 14) Secretary (HIV/AIDS); and 15) 2 Chauffeurs.

The incumbent's duties/responsibilities will involve full assistance in consultative, advisory, monitoring, management, data collection and analysis, and evaluative aspects within the drug rehabilitation and HIV/AIDS sectors. The incumbent will collaborate and coordinate with Mission colleagues in the USAID Regional Mission in Thailand. Additionally, the incumbent will interact with the Office of HIV/AIDS and the ANE Bureau in Washington DC. S/he will also collaborate with colleagues from the local donor community and from national governmental and non-governmental organizations. The majority of the incumbent's time will be spent in Hanoi, with regional duties assigned as the HIV care and treatment strategies and programs in the region evolve (i.e. office support and/or advising).

Based on the technical nature of the responsibilities/duties of this position, the incumbent will receive technical guidance from the AIDS Technical Advisor for Drug Rehabilitation Programs, the HIV/AIDS Program Manager and the Country Program Manager. The incumbent will assist in: program management and evaluation, liaising with donors, partners and Ministries of Health and Labor, Invalids and Social Affairs (MOLISA) officials, and identification and resolution of issues affecting overall program performance. The Drug Rehabilitation Specialist will work collaboratively with USAID/Vietnam's multiple implementing partners, especially those working in HIV/AIDS (currently Family Health International, the POLICY project, International Center for Research on Women (ICRW) etc.). S/he will be required to coordinate meetings, assist in monitoring programs on field visits, assist in evaluation of programs, provide technical insight, recommend solutions, and report on USAID-financed HIV/AIDS activities. The incumbent will

also carry out these activities occasionally in a "backstopping" capacity, and will also coordinate occasionally with Ambassadorial and State Department site visits and meetings.

The incumbent will be expected to keep USAID apprised on the status of HIV/AIDS activities, new approaches and issues. This may be accomplished through periodic written reports, verbal briefings or by providing comments on other reports.

The incumbent will be closely supervised and monitored in the performance of the duties during the authorized probationary period, in compliance with the guidance contained in the Local Employees Handbook and established Mission practices.

14. MAJOR DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the Rehabilitation Program Specialist will include, but are not limited to the following: A) Program Design and Implementation; B) Activity Management and Technical Assistance; C) Monitoring and Evaluation; and D) Other Project Support.

A. ACTIVITY MANAGEMENT AND TECHNICAL ASSISTANCE: (60%)

Rehabilitation Activity Management: Under the direction of the AIDS Technical Advisor for Rehabilitation Programs, the incumbent will be responsible for all of the following activities: 1) Responsible for conducting routine visits of project sites and activities; 2) Respond to requests of partners (i.e. MOH, MOLISA, WHO, other agencies and NGOs); 3) Articulate and justify rehabilitation and HIV/AIDS prevention activities to the GOV and other donors; 4) Assist in the development of sustainability strategies designed to facilitate greater impact of NGO activities; 5) Provide direction and capacity building to local NGOs; 6) Assist in providing direction to HIV/AIDS prevention, care and support activities as they relate to rehabilitation; 7) Participate in meetings with partners including other donors; 8) Organize donor coordination events in support of project activities; 9) Draft official USAID documentation such as the Congressional Budget Justification and Annual Reports, Action Memos, Justification, Implementation Letter (IL), Acquisition documents (MAARDS) and others; 10) Recommend actions to HIV/AIDS partners regarding program activities and follow up on these recommendations to ensure that they are carried out accurately; 11) Facilitate communications amongst and between USAID/Vietnam cooperating agencies and their local partners; 12) Responsible for timely reporting of project accrual information; 13) Review financial reports from HIV/AIDS program partners giving particular attention to the data pertaining directly to activity and financial indicators (e.g., expenditures, burn rate/pipeline analysis and congruity of expenditures against activities, need for incremental funding); 14) Advise Supervisor on financial amendments to agreements; 15) Coordinate with other Emergency Plan Agencies: CDC, DOL, DOD, and OGAC.

Rehabilitation Programs Technical Assistance: The incumbent will provide programmatic and technical support for comprehensive rehabilitation and other HIV/AIDS prevention activities. To fulfill this responsibility, s/he will collect input from the AIDS Technical Advisor for Rehabilitation Programs. The incumbent will maintain current knowledge and information on HIV/AIDS programs including drug abuse and community rehabilitation programs in Vietnam.

The incumbent will cooperate with the HIV/AIDS-related cooperating agencies and the AIDS Technical Advisor for Rehabilitation Programs to monitor their yearly workplans and will provide suggestions on the details of implementation of these workplans.

Partner Communications and Liaison: The incumbent will be the secondary liaison with rehabilitation programs on behalf of USAID/Vietnam. To fulfill this responsibility, s/he will help to facilitate communications amongst and between USAID/Vietnam's cooperating agencies and their local partners in a timely manner. These communications will be carried out in English and/or Vietnamese as the situation requires. Communication can be in person, by phone, or in writing. The purpose of contact will be: 1) to maintain dialogue in support of health and anti-trafficking issues; 2) to maintain regular communications regarding the timely management of activity functions and procedures; 3) to collect, obtain, and verify factual information pertaining to program/project planning and implementation (e.g. statistics, activity progress reports, and proposals); 4) to assist in the monitoring and evaluation of existing activities in rehabilitation.

B. PROGRAM DESIGN AND IMPLEMENTATION: (20%)

The incumbent will be expected to provide programmatic and technical support for comprehensive rehabilitation and HIV/AIDS prevention activities. To this end, the incumbent will maintain current knowledge and information on rehabilitation and HIV/AIDS prevention worldwide, the Mekong region, specifically in Vietnam. This information shall inform the incumbent's ability to make sound management decisions regarding current and proposed rehabilitation and HIV/AIDS prevention activities. Specific activities include, but are not limited to: 1) Assist in the design of new innovative activities, such as those needed for comprehensive rehabilitation programs, HIV/AIDS prevention and/or Information, Education and Communication (IEC) strategies; 2) Develop scopes of work as they relate to project activities; 3) Review and provide input on proposals/workplans related to activities; 4) Design appropriate means of tracking specific field support activities; 5) Make suggestions on the specific details of implementation with recommendations for improvement; 6) Provide technical insight, feedback and collaboration on the implementation of the Vietnam Strategy; 7) Advise on rehabilitation.

C. MONITORING AND EVALUATION: (10%)

Monitoring & Evaluation: The incumbent will support the regular monitoring and evaluation of HIV/AIDS partner activities in conjunction with the FSN M&E Advisor and the CDC M&E Advisor. The incumbent will help to collect quarterly and annual programmatic and financial reports from rehabilitation and HIV/AIDS prevention program partners. S/he will assist in the review of these reports and will pay particular attention to the data pertaining directly to activity indicators and to financial indicators (e.g., expenditures, burn rate/pipeline analysis and congruity of expenditures against activities, need for incremental funding). The incumbent will work closely with the HIV/AIDS Program and the Regional Mission Office of Financial Management to review and assess monthly accrual reports by learning the accrual spreadsheet format and by cross-checking data.

Performance Monitoring Plan: The incumbent will contribute to data collection and synthesis for USAID/Vietnam's Annual Report and other performance monitoring plans, in conjunction with the AIDS Technical Advisor for Rehabilitation Programs and the Country Program Manager. To fulfill this task, the incumbent's duties/responsibilities will include but are not limited to: 1) tracking the collection of rehabilitation performance data; this data will come from numerous sources such as USAID/Vietnam's cooperating agencies, local partners, and other international organizations; 2) preparing inventories of current indicators, information collected, and information still needed; 3) devising more efficient methods for collecting information, 4) verifying that the data is verifiable and accurate; and 5) determining that the information gathered is in accordance with the indicators of the annual report and related performance monitoring plans. The incumbent will use HIV/AIDS partner reports to contribute quantitative and qualitative input into the Mission's Annual Report.

D. ADDITIONAL PROJECT SUPPORT (10%)

Under the direction of the Country Program Manager and the AIDS Technical Advisor for Rehabilitation Programs, the incumbent will provide support to USAID/Vietnam in a wide variety of assigned tasks which will require the incumbent's unique skill set. As requested, s/he will serve as a member of Mission teams responsible for guiding the development, implementation, and evaluation of USAID assistance. This can include but is not limited to: 1) monitoring selected components of complex HIV/AIDS activities in order to provide recommendations to the Technical Advisor; 2) serving as the HIV/AIDS Area member on selected Mission Teams which impact the sector; 3) following up with the other Program Assistants on project support activities; 4) preparing initial drafts of activity documents (such as scopes of work, briefing papers); 5) drafting and finalizing project-related correspondence and documents for signature by the AIDS Technical Advisor for Rehabilitation Programs, HIV/AIDS Program Manager or for the appropriate USAID staff; 6) contributing to the USAID/Vietnam annual and semiannual performance reviews on project objectives and methodology paying particular to the necessary inputs and expected results covering economic, social, cultural, and technical factors; 7) drafting technical justifications for new activities and for changes to on-going programs, objectives, activities or indicators; 8) maintaining contact and dialogue with high ranking government health officials, donor organizations, as well as nongovernmental organizations (NGO) based on guidance from the AIDS Technical Advisor for Rehabilitation Programs; and 9) organizing donor coordination events in support of project activities.

15. REQUIRED QUALIFICATIONS:

a. Education: Possession of a University/College Degree (i.e. Bachelors Degree) in the field of Social Work, Education, Public Health, Nursing, Medicine, Health Sciences & Administration or a related field is required. Possession of an advanced Degree (Masters, PHD, or MD) in a public health related field such as medicine, nursing, Health Sciences and Administration is highly preferred.

b. Prior Work Experience: The incumbent is required to have worked a minimum of five years (5) in progressively more responsible positions in the field of public health and development

with at least three (3) or more years of this experience with a U.S. Government Agency or other international/local organization or donor. Prior experience and technical or policy-related knowledge in drug abuse, community rehabilitation programs, and HIV/AIDS prevention is required. Project/organizational management experience also a plus.

c. Post Entry Training: The incumbent will be expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures and regulations that govern: 1) USAID-specific Cognizant Technical Officer responsibilities/duties; 2) USAID-specific activity management and procurement systems; and 3) USAID-sponsored training in Project Design and Activity Management. In addition, the incumbent will be required to work within the existing office structure. Organized/formal training (both internal & external) may be provided from time to time depending on the availability of Program funds and determined to be in direct support of program activities.

d. Language Proficiency: Level V, strong written and oral proficiency in English is required. Level V (Native Speaker) in Vietnamese is also required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. Incumbent must be able to communicate effectively and accurately with 1) all categories of Mission employees; 2) local government health officials at the Senior Minister level and lower; 3) numerous international and local health organizations, donors and other embassies; 4) the USAID-Washington based Global Health Bureau and Asia Near East Bureau; and 5) the general public. The incumbent is required to be able to prepare briefing documents (as/when required) including participation in the drafting of annual Technical, Programmatic and Fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a professional and competent manner requiring little or no editorial changes (in English).

e. Knowledge: A comprehensive knowledge of the concepts, principles, techniques and practices of HIV/AIDS prevention, care, treatment and support programs is required. Knowledge and understanding of the Vietnamese Health Systems and the appropriate government and non-government entities is critical to the successful performance of the duties assigned to this position and therefore, required. In addition, the incumbent should have a good understanding of education on sexual health and human rights as well as policy and advocacy issues.

f. Skills and Abilities: The incumbent is required to be able to: 1) obtain, analyze, and evaluate a variety of data; 2) organize and present technical information in concise written and oral form; 3) plan, develop, manage and evaluate important and complex programs independently; 4) furnish information and advice in assigned areas objectively; 5) follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight; 6) type accurately; 7) edit documents, 8) focus on details; and 9) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.). The incumbent must also have the ability to maintain contacts at all levels of the host government(s) (i.e., from the community level to the Ministerial) and with stakeholders in the non-governmental arena in order to explain USAID HIV/AIDS-specific project/program

policies, objectives and procedures. In the same vein, the incumbent must be able to transmit and interpret host country government and non-governmental sector program-related concerns to senior USAID officials and Mission Management. The incumbent must also have demonstrated potential to acquire knowledge of U.S. Government legislation relating to HIV/AIDS and development assistance; USAID programming policies, regulations, procedures, and documentation; and a thorough understanding of the objectives, methodology, and status of USAID/Vietnam's overall Strategic Objectives. The incumbent must also have excellent interpersonal skills in order to: 1) facilitate productive professional relationships with other members of the USAID team, with USAID/Vietnam's implementing partners, and with national counterparts; 2) work calmly, tactfully and effectively under pressure; 3) demonstrate extreme flexibility; 4) effectively manage more than one activity at a time in the performance of HIV/AIDS Project(s) management; and 4) work effectively as a team member in an established culturally diverse team environment. The incumbent must be willing and able to travel extensively throughout Vietnam and the Mekong Region as/when necessary or requested in direct support of USAID/Vietnam and regional program Strategic Objectives and Goals.

g. Physical Condition: The incumbent must be in good physical condition, willing and able to travel within Vietnam and regionally by car, boat and plane for extended periods of time, as requested or necessary.

16. POSITION ELEMENTS:

a. Supervision Received: The Rehabilitation Program Specialist will work under the general supervision of the AIDS Technical Advisor for Rehabilitation Programs. The additional USAID/Vietnam Program Assistants and the Country Program Manager will provide technical guidance as/when necessary. In collaboration with the incumbent the immediate supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; 3) provide regular feedback to incumbent throughout the Performance Evaluation Period; and 4) prepare the annual Evaluation Report as/when required; and 5) obtain input from the appropriate USAID/Vietnam team members. As the incumbent is expected to work with a certain degree of independence, he/she must be able to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance and little or no follow-up. The incumbent must be able and willing to work additional hours beyond the established 40-hour workweek and outside the established Monday-Friday workweek as may be required or necessary. The incumbent must be proactive and have self-directives.

b. Available Guidelines: The incumbent is required to understand Mission and Agency-specific policies and procedures which govern Project Activity Management in addition to the USAID/Vietnam established administrative operating procedures, policies and formats. Oral guidance from the immediate Supervisor, and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall HIV/AIDS activities, including but not limited to the Automated Directives System (ADS), Mission Orders Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents. In

addition, the AIDS Technical Advisor for Rehabilitation Programs, HIV/AIDS Program Manager, USAID/Vietnam team members, Regional Mission technical support staff and counterparts in USAID/Washington are available as resources to provide advice and guidance.

c. Exercise of Judgment: In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well-informed judgement in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgement must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with USAID/Vietnam office and Regional Mission office personnel as well as representatives from other donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. In addition, considerable judgement is required in working effectively with officials of the Ministries and the private sector, in overseeing contractor activities and coordinating multi-sectoral efforts in support of USAID/Vietnam development objectives, and in collecting, analyzing and reporting on progress of activities and recommending project actions. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

d. Authority to Make Commitments: The incumbent will have no independent authority to commit U.S. Government (USG) (USAID/Vietnam) funds on behalf of the U.S. Government or the USAID Regional Mission.

e. Nature, Level and Purpose of Contacts: The incumbent will be required to maintain solid working relationships with Regional Mission personnel and USAID/Vietnam employees to function effectively. The incumbent will be required to work closely with: 1) USAID/Vietnam staff, US Embassy in Hanoi and US Consular staff in Ho Chi Minh City, national governmental officials (at the Senior Level and below – i.e. the Minister of Education and Secretaries of State) and non-governmental officials (such as Directors of NGOs and community organizations), private sector representatives, and other foreign donor institutions (i.e., WHO, DFID, JICA, etc). The established method of communication/contact will be in person, by phone or written communications. The purpose of contact will be: 1) to maintain open lines communication in support of HIV/AIDS issues; 2) to maintain regular communications regarding the timely management of activity functions and procedures; 3) to collect, obtain, and verify factual information pertaining to program/project planning and implementation; 4) to monitor and evaluate existing activities in HIV/AIDS on a regular basis. The purpose of contacts will range from simple information gathering to assisting in the development of complex programs and documents with various partners. Consultations between the incumbent and partners can be held for explaining and assisting with strategizing project proposals and objectives, securing cooperation, resolving problems, obtaining or furnishing information, and persuading USAID staff and counterparts to take actions and accept recommendations.

f. Supervision Exercised: This position is designated as non-supervisory.

g. Time Required to Perform Full Range of Duties: The incumbent will be expected to perform this range of activities within 24 months.

